

POLSTEAD PARISH COUNCIL

Clerk: Christine Hargan 4 Northfield Road, Onehouse, Stowmarket Suffolk IP14 3HF

Telephone: 01449 674727

Email: clerk@polstead-pc.gov.uk

PUBLIC NOTICE

A Meeting of Polstead Parish Council will be held on
Thursday 18th May 2023 starting at 7.30pm
at Polstead Village Hall.

The Public and Press are invited to attend with the public participation session being held at the meeting.

Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the Council including the public participation session.

Christine Hargan

Signed by Christine Hargan Clerk to Polstead Parish Council Dated 11th May 2023

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Dear Councillor

You are summoned to a Meeting of Polstead Parish Council on Thursday 18th May 2023 starting at 7.30pm in Polstead Village Hall. The Agenda for the meeting is listed below.

Christine Hargan

Signed by Christine Hargan Clerk to Polstead Parish Council Dated 11th May 2023

1. Election of Chairman and to accept Declaration of Acceptance of Office
2. Apologies for absence
3. Election of Vice-Chairman
4. Confirmation of **Declaration of Office from Councillors** and to set a deadline for those not yet received
5. Receive **declarations of interests** and **requests for dispensation** from Councillors
6. Agree **Minutes** of Polstead Parish Council (PPC) meeting held on 20th April 2023
7. To Appoint members to the HR and Standards Committee
8. To Appoint members to Outside Bodies
 - a. Suffolk Association of Local Councils (SALC)
 - b. Traffic Liaison
 - c. Village Hall
 - d. Layham Pit
9. To consider appointment of Heelis & Lodge as Internal Auditor
10. To consider Annual Subscription to
 - a. SALC,
11. Public forum:
 - a. Receive **reports from County Councillor and District Councillor**
 - b. Receive **questions from Parishioners** (contributions to be limited to 2 minutes)
 - c. Consider update on **Proposed planting schemes** in the Parish
12. **Planning**
 - a. **Consider Planning application no:**
[DC/23/02142](#) Sprotts Farm Holt Road Polstead Colchester Suffolk CO6 5BT. Application for Works to Trees subject to a Tree Preservation Order WS313/W1 Crown reduce and side prune 1No. Group of Oak trees back to previous pruning cut points
[DC/23/02025](#) Oak House White Street Green Polstead Colchester Suffolk CO6 5DW Householder Application - Erection of detached garage
[DC/23/01925](#) The Kennels Rockalls Road Polstead Colchester Suffolk CO6 5AS. Change of use of ancillary outbuilding (C3) to mixed use (C3) and sui generis including use as dog grooming parlour.
[DC/23/02204](#) Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP Discharge of Conditions Application for DC/22/05359 - Condition 3 (Landscaping)
 - b. **Consider any planning application received** since the agenda was posted requiring a response before the next scheduled meeting. a response prior to the next scheduled meeting
 - c. **Consider the status** of planning applications, appeals, enforcement referrals and any potential planning issues
13. Receive **reports and questions from Councillors**
14. Agree actions on **emails distributed** by Clerk since the last meeting
15. Agree actions required following the **Clerk's Report**
16. **Finance**
 - a. To consider the Internal Auditor's Report as at 31st March 2023 and agree any actions
 - b. To approve Section 1 of the Annual Governance and Accountability Return (AGAR) for the year ending 31st March 2023
 - c. To approve Section 2 - Accounting Statement of the AGAR for the year ending 31st March 2023
 - d. To note explanation of quantified significant variances is required

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- e. From the RFO Report authorise payments made since the last meeting and to be made; note income received since last meeting; review the Reconciliation of Accounts against Bank Statements and the Statement of Accounts vs Budget
 - f. To consider PPC signatories for bank accounts.
17. Consider any issues raised regarding **Highways and Footpaths**
 18. Consider any **Asset, allotment, playground or playing field** issues including report on Footpath management
 19. **Donations**
 20. Future **agenda items**
 21. Time date and place of next meeting 7.30 Thursday 15th June 2023 at the Village Hall Polstead

Agenda Items 1 and 4 Election of Chairman and confirmation of Acceptance of office documents will be brought to the meeting

Agenda Item 2 Apologies for Absence Please forward any apologies in advance of the meeting

Agenda Item 5 Request for Dispensation

If there is an item on this agenda for which you have a pecuniary interest you will not be able to take part in any of the discussion or vote on a resolution. However, if you wish the council to consider your request for dispensation you need to write to the Clerk ahead of the meeting stating your reasons on why you should be given a dispensation.

Agenda Item 11 Public Forum

Report From County Councillor is attached to covering email. District Councillor report will be delivered verbally

Agenda Item 12 Agenda Item 8 Planning

Status of Planning applications

DC/22/03466	Cockle Down Wood Rockalls Road Polstead CO6 5AS	Application for a Lawful Development Certificate Use of Woodland as Wellness Centre Retreat and siting of cabins		Not consulted	Awaiting decision
DC/22/05219	Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Erection of a pitched roof rear porch (following demolition of existing), partial re-rendering, re-laying existing roof tiles, erection of boiler flue and internal alterations as detailed within Design & Access Statement	22/174	no objection	Granted
DC/22/05286	Amberley White Street Green Polstead Sudbury Suffolk CO10 5JN	Erection of garage (following demolition of existing); Erection of conservatory and utility room; Erection of attached garden room including verandah and entrance porch. Upgrading of existing vehicular access	22/174	invite officers to consider the impact on neighbouring properties	Granted
DC/22/05231	Stackwood House, Stackwood Road, Polstead	Erection of Car Port garden store and garden office	22/174	No objection	Granted
DC/22/5359	Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP	Erection of swimming pool enclosure following demolition of existing	22/174	No objection	Granted
DC/22/5472	Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP	Works to trees in conservation area coppice Alder, Fell oak and willow	22/174	no objection	Decided
DC/22/05656	Stratford House Martens Lane Polstead Colchester Suffolk CO6 5AG	Change of use to Gym for 1 to 1 training	22/174	Concern setting precedent	Granted
DC/22/06171	Bridge Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Notification of Works to Trees in a Conservation Area - Fell 2No. Lawsons Cypress (T1 and T2), Fell 1No. Leylandii (T3)	22/174	No objection	Decided
DC/22/06375	former Green Lawns Bonsai Nursery	Submission of Details (Reserved Matters in part) following Outline Application DC/18/04967 - Erection of 4 no. detached dwellings (Allowed under Appeal Decision APP/D3505/W/19/3) - Access, Appearance, Landscaping, Layout and Scale for Phase 4 Site only - Erection of a new dwelling including detached garage, rear outbuilding and external works	23109	No Objection	Granted
DC/23/00624	Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Repairs to windows and some replacement windows	23208	No objection	Granted
DC/23/00480	Land To The East Of Alverstone Farm Cottage Calais Street White Street Green Polstead CO6 5DW	Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding).	23208	Object to proposal on grounds that it is contrary to BDC Policies on sustainable development in hinterland villages.	Awaiting decision
DC/23/00416	Spring Cottage Spring Lane Polstead Sudbury Suffolk CO10 5JP	Removal of condition DC/22/05359 re landscape scheme	23208	No objection	Granted
DC/22/05321	Stackwood House, Stackwood Road, Polstead	Erection of a two car port, garden store and garden office (following removal of shed and shipping container)	23208	No objection	Granted
DC/22/06140	Ponds Farmhouse The Ponds Polstead Colchester Suffolk CO6 5BP	Erection of glass house	23208	No objection	Granted
DC/23/00861	Squires Cottage Straight Road Polstead Heath Polstead Colchester Suffolk CO6 5BB	Householder Application - Erection of a detached double garage.	23208	No objection	granted

Associated Papers PPC for Meeting on May 2023

DC/23/00624	Yeomans Cottage Mill Street Polstead Colchester Suffolk CO6 5AD	Repairs to windows and some replacement windows	23208	No objection	Granted
DC/23/00480	Land To The East Of Alverstoke Farm Cottage Calais Street White Street Green Polstead CO6 5DW	Severance of garden and erection of 1No single storey dwelling and new vehicular access (following demolition of outbuilding).	23208	Object to proposal on grounds that it is contrary to BDC Policies on sustainable development in hinterland villages.	Awaiting decision
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Potential Planning issues – Boxford Farms planting of fruit trees and enclosures

Reports and questions from Councillors

None Received

Agenda Item 14 Correspondence

Correspondence

Various newsletters

AONB

Government Events

SALC

Public Sector Executive

Large Scale Energy Developments

Annual report Nature Citizen

BDC Elections

Silas Palmer confirmation that the grass will be cut prior to the coronation

EnVica Cakes – request for payment cupcakes for the coronation

Defibrillators –

Landmark Chambers, request for payment of the £500 for legal advice on viability of fruit cages

BDC correspondence re the fiasco with nominations

Coronation Picnic various updates

Reports from DCllr and CCllr

Grass cutting in the churchyard,

Electric car charging points forwarded by SS– information on points already installed

Kernos Centre requesting consideration for a donation

Communication with various suppliers of outdoor gym equipment quotations range from £13,615 to £4,990

Agenda Item 15 Clerk's report

23104	Forward information on vehicle charging points to the clerk when it is available	GH	
23106	Explore ownership of the concrete post and rail fence around Polstead Pond, no record of responsibility resting with BDC, Cllrs to research costs for refurbishment and report back next meeting	TD/JE	Ongoing
23308	Planning comments to BDC request extension for DC/23/01213	Clerk	
23309	Pay suppliers	Clerk	
23212/ 23312/23412	Complete grant applications	Clerk/AD	Ongoing
23212/ 23312 23412	Obtain measurements and gain quotations for replacement of fence, and gate with metal fencing liaise with councillors re choice of fencing and report next meeting	Clerk/TD	ongoing
23213/ 23318	Additional defibrillators advice gained that Zoll AED 3 defibrillator and thermal cabinet is the best option, acquire funding options and apply for grants	Clerk/JF	Ongoing
23418	Contact BDC regarding placing the Cock Inn on the Register of Assets of Community Value, awaiting supporting documentation from residents	Clerk	ongoing
23315	Update standard documents with revision date publish on website	Clerk	✓
23404	Investigate lack of carers in rural Suffolk	GH	
23404	Investigate whether issue with Badger Sett has been resolved	GH	
23404	Investigate lack of new Lease for Rockalls Road, Playground	JW	
23405	Investigate ownership of land between Pond and the Lane	JW	
23405	Investigate level of funds held by Village Hall so that a grant for heating can be properly considered	SS	
23411	Speak to farmer re condition of Footpath 40 which had been damaged by farm traffic	SD	
23413	Liaise with Sudbury Wardens re reinstatement of dog bin to post in White Street Green unaware whether repaired	Clerk	✓
23420	Agenda items for the next Summons, Donations deferred to June meeting	Clerk	

Agenda Item 16 Finance

a - d Auditor's report and AGAR attached to covering email as separate documents due to their size
e **Payments made since previous meeting**

£600 to Landmark Chambers as previously agreed including the portion of VAT which will be claimed back in due course.

Payments to be made:

£1,123.60 Babergh District Council litter and dog bin emptying

£162.00 CO10 Gardening

£409.88 Clerk Salary

£220 Heelis and Lodge Internal audit

Associated Papers PPC for Meeting on May 2023

Budget to Date				
	2022/23		2023-24	
	Budget	To year end	Budget	YTD
Income				
Balance Brought Forward from current a/c	19500	19,500.00		2,921.43
Balance b/f from Business Premium a/c				33,397.19
Grants	745.00		1,294.32	0.00
Bank Interest	1.00	1.00	10.00	0.00
Allotment rent	120.00	81.68	90.00	0.00
Wayleave	22.00	21.01	22.00	0.00
CIL	0.00	0.00	0.00	0.00
Precept	22,500.00	19,500.00	24,500.00	12,250.00
VAT Repayment	0.00		0.00	0.00
Transfer				10,001.03
Total Income	£42,888.00	£19,603.69	£23,388.00	£12,250.00
Expenditure	Figures exclude VAT where paid as it is reclaimed, and is shown as VAT paid			
Clerk Salary	4,700.00	4,500.00	5,172.00	409.68
Insurance	600.00	580.00	600.00	0.00
Admin	2,355.00	2,305.00	2,395.00	374.56
Audit	380.00	340.00	380.00	0.00
Donations	1,000.00	1,000.00	1,000.00	0.00
Chairman's allowance	60.00	100.00	60.00	0.00
Community Wardens	710.00	700.00	700.00	0.00
dog and litter bins	950.00	850.99	800.00	0.00
Footpaths	950.00	3,200.00	2,500.00	0.00
Grass Cutting (P3 Scheme)	5,500.00	4,825.00	4,000.00	221.00
Ditch Clearance	0.00	0.00	0.00	0.00
Maintenance	1,200.00	1,200.00	1,700.00	10,000.00
Projects	2,000.00	1,825.00	1,500.00	654.00
Village Hall	965.00	965.00	1,500.00	0.00
Contingency	500.00	500.00	500.00	0.00
CIL	0.00	7,537.00	877.00	0.00
VAT paid	0.00	1,700.00	0.00	103.80
Transfer				10,000.00
Total Expenditure	£21,870.00	£32,127.99	£23,684.00	£11,763.04
Totals Income - Expenditure	£21,018.00	-£12,524.30	-£296.00	£486.96
Totals Income - Expenditure including balance B/F				£36,805.58
Bank Reconciliation				
Unity Trust Bank Current account at 5/5/23				£3,389.39
Unity Trust Bank Deposit account at 5/5/23				£43,397.19
Outstanding payments				0.00
Total Held in all accounts				46,786.58

Balance at 11 May 2023

Below you will find an overview of the accounts you have access to.

Account Number	Sort Code	Account Title	Balance	GBP Balance
002788748: Polstead Parish Council				
20462217	60-83-01	Unity Current Account T1	3,389.39 GBP	3,389.39
20462220	60-83-01	Instant Access Account	43,397.19 GBP	43,397.19
Total:				46,786.58
Group Total:				46,786.58

Balances are correct at the time of viewing. They may change throughout the day as payments or deposits are made.

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Income

None

Agenda item 17 – Highways and Footpaths

Agenda item 18 Asset Allotments and Playing fields Outdoor gym equipment

Outdoor gym equipment

First grant application has been placed additional applications will be placed as time permits.

Fencing and Gate to Rockalls Road playground quotations requested and hopeful that they will arrive prior to the meeting. No news currently on the lease of the land from BDC

Agenda item 19 Donations

In 2020-21 donated
 £150 toward the Church clock
 £777 to Village shop
 £250 to Hadleigh First Responders
 £450 to EACH
 In 2021-22
 £500 to Nature Citizen
 £100 to Christmas lunch
 In 2022-23
 £250 to Nature Citizen
 £500 to Village hall
 £150 toward Warm Fridays
 £150 toward Village Christmas lunch

Request for a donation from Kernos Centre in Sudbury who offer mental health support /counselling to the public

Agenda item 15

Agenda item 16 Coronation

Agenda item 17 Asset of Community Value

Awaiting evidence to help support the application.

Agenda item 18 Defibrillators

Advice and quotations have been received from:

- A Community Heartbeat Trust who supplied the existing units. They recommend using the same model as existing Lifeline VIEW with carry case and spare electrodes ShockBox Sentry heated locked cabinet Community signage pack= £1855 + del + vat + fitting [CHT defibrillators](#). For an electricity free model they recommend

Zoll AED 3 defibrillator with thermal carry case, visualised instructions, single set of 5 year adult/child pads, CPR coaching, Rescue Wrist ShockBox Sentry insulated double skinned cabinet, which if I'm to believe a salesman is the best and most reliable defib on the market it will last 15-20 years and there are only general consumables such as the pads to replace

= £2230 + £25 del + vat

Mounting post = £249 + £25 delivery + VAT Fitting is simple because no wiring is required

B AAdefibs [aa defib info](#)

a) Fully Automatic Heartsine 360P WITH the Polycarbonate heated, locked cabinet @ £1275.00 + VAT delivered (Cabinet at bottom of Page 2 on the attachment).

b) Fully Automatic Physio-Control CR2usb WITH the Polycarbonate heated, locked cabinet @ £1595.00 + VAT delivered. They do not provide a double skinned insulated cabinet but say that they have never had a problem with a unit becoming frozen and some units are in situ in the mountains of Scotland. These are substantially cheaper than Community Heartbeat Trust. Funding is available via Section 106

Date for elections 4 May 2023